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COMPT 77-1241

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DD/A Registry
77-4634

17 AUG 1977

MEMORANDUM FOR: Acting Deputy Director for Administration

SUBJECT : Additional Ceiling for the Office of Personnel

REFERENCE : Your Memorandum, dtd. 10 August 1977,
Same Subject

1. (A/IUO) The referent memorandum is returned without approval of the request for an increase in ceiling. I recognize the need to augment the Agency's position management and classification program, but I believe that the required positions should be provided from within the DDA.

2. (A/IUO) As you know, a very substantial reduction in the Operations Directorate is planned over the next two years. A reduction of the magnitude involved undoubtedly will affect the amount of support required by that Directorate. While it is possible that the DDO reduction may result in shifting some minor support requirements now handled directly by the DDO divisions to some offices in your Directorate, it is likely that the net result will be a reduction in the overall level of support required of the DDA. I appreciate the difficulty in identifying specific positions in individual offices which could be eliminated because of reduced demands for support, but it is becoming quite clear that an in-depth review and evaluation must be made of the overall staffing requirements of your Directorate in light of recent reductions in the total size of the Agency and, in particular, the DDO.

3. (A/IUO) It is expected that the size of the Agency's support structure will be a subject for not only internal consideration in the coming months, but also will be given attention by both the PRC(I) and OMB during the fall hearings on the Agency's 1979 Budget. For these reasons you may want to consider undertaking a thorough self-appraisal and analysis of Agency support needs to ascertain the minimum staffing level required in each of the DDA offices. It seems reasonable to expect that the results of your review will identify areas in which currently planned 1978 and 1979 DDA staffing levels can be reduced or realigned, not only to achieve a net reduction in overall strength, but to make available the [] positions needed to strengthen the position management and classification program.

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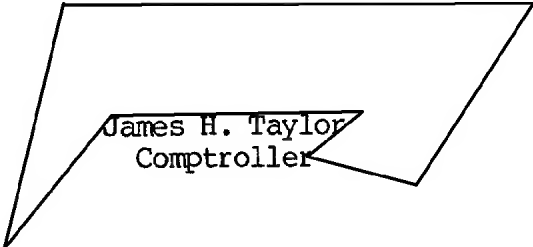
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4. (A/IUO) I will be glad to meet with you to discuss the foregoing and will provide whatever assistance you wish in reviewing the longer term DDA staffing requirements in consideration of recent and planned future changes in the Agency.



James H. Taylor
Comptroller

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